



**COMMITTEE OF THE WHOLE**

**12:00 pm, Wednesday, January 8, 2025**  
**School Board Office**

**NOTES**

---

Present: Jaclyn Miller, Dale Lawson, Maureen Mason, Kirsten Van't Schip

Also in attendance: Vianne Kintzinger (Interim Superintendent), Steve Hopkins (Secretary-Treasurer)

---

The meeting was called to order at 12:04 pm by Chairperson Miller.

**1. APPROVAL OF AGENDA**

**MOVED: M. MASON**

**SECONDED: D. LAWSON**

**THAT the Committee of the Whole Meeting Agenda of January 8, 2025, be adopted as circulated.**

**STATUS: CARRIED**

**2. STANDING COMMITTEES**

2.a) Finance and Facilities

2.a.i) Fiscal Accountability Report

S. Hopkins provided an update as of the end of December, which marks 50% through the fiscal year and 40% through the school year. The current period shows that 57% of the budget is available, compared to 57% at the same time last year. Last year, the board relied on surplus funds, making this year tighter than initially anticipated.

When the budget is amended in February, some budget items will be scaled back, particularly in indirect services. If strategic positions remain unfilled halfway through the year, funding for those may be pulled. Maintenance projects that haven't yet started may also be deferred, saving some funds mid-year.

Budget shortfalls are related to pressures from teacher staffing, as well as unbudgeted items such as the by-election, staffing decisions made after the budget was adopted, and the superintendent search. Forecasting indicates an increase in costs, with actual teacher costs for the fall closer to a 5% increase,

compared to the 3% budgeted. As a result, we are likely to see a rollback in the service plan in order to claw back funds without affecting the system as a whole.

2.a.ii) Mid Level Connector Project

J. Formosa provided an update on the Mid Level Connector Project, led by the city, which aims to create a bike and walking path connecting the recreation center to the Townsite area. The path will pass through the forest behind Brooks and extend to Brooks Field. The city is exploring a route through school district property and has requested a letter of support for their funding application, due by February 26. The proposed path will include widening the existing sidewalk at the top of the property and making adjustments to the parking lot to ensure daycare parking remains unaffected. The school district will incur no costs related to the project.

Board members expressed support for the project but raised concerns about potential increases in motorized vehicle use, such as quads and dirt bikes, if the path is paved. There were also concerns regarding recent changes to the Hemlock intersection. J. Formosa noted that he is working with the engineering department on practical solutions to address impacts on bussing and traffic flow. The board agreed to provide a letter of support for the city's application, which will be sent after the regular meeting.

2.b) Education and Strategic Planning

2.b.i) Sustainability Program Review – Level 2 Report

R. Barfoot provided an update on the progress of the Environmental Stewardship and Sustainability initiatives, which align with the board's goal of prioritizing climate change and organizational health. The committee's objectives include raising awareness, fostering community engagement, and recommending sustainability-focused enhancements to district policies and initiatives. The committee's action plan, which includes over 70 specific actions, is organized around three key pillars: leadership, operations, and sustainability. Notable actions include the establishment of sustainability leads at schools, an ongoing partnership with Eco-Schools Canada, and environmental restoration projects like the CARES project at Lang Creek.

Recent efforts also include student engagement through initiatives like the Youth Climate Summit, district-wide eco-change gatherings, and curricular connections to sustainability. The committee has made strides in areas such as electrification projects to reduce emissions at Edgehill, a composting pilot program at Brooks, and zero waste education campaigns across schools. The multi-use trail collaboration with the City of Powell River is progressing with a completed feasibility study. The committee is also working on outdoor learning initiatives, including forest education for grade 3 students and partnerships with Indigenous Education teams for various programs.

**Recommendation: That the Board of Education accept the Sustainability Program as attached and presented.**

2.b.ii) Proposals for Substantive Changes

There are currently no proposals for substantive changes.

2.c) Audit

2.c.i) N/A

2.d) Policy Development

2.d.i) Trustee Remuneration

S. Hopkins shared that Board Policy 7, Section 14.2, requires annual review of trustee remuneration, with adjustments based on increases for employee groups and comparable organizations. This year, employee groups received a 3% increase to their base compensation. Currently, trustees receive \$17,326 annually, the vice-chair receives \$19,058, and the chair receives \$20,791. To maintain alignment with staff increases and avoid creating a disproportionate gap, a 3% increase is recommended for trustees in 2025, effective January 1st.

**Recommendation: That annual trustee remuneration for 2025 be increased by 3 % effective January 1, 2025.**

2.d.ii) Review and Revisions of Policies and Administrative Procedures

Trustees reviewed proposed amendments to board policy to reflect the recent change to the school district's name and logo, along with other housekeeping changes, including reorganization and reduced redundancy.

- Policy 1 – Foundational Statements

Changes were reviewed, including the updated logo and legal name of the school district, as confirmed by the order in council.

- Policy 2 – Role of the Board

The field trip Administrative Procedure (AP) was updated and no longer requires board approval. The legal name will also need to be updated in the preamble.

- Policy 2 – Appendix A – Board Work Plan

The updated Board Work plan was added as an appendix to Policy 2.

- Policy 3 – Role of the Trustee

Content was reorganized and redundancy reduced. Additional language from the School Act regarding attendance was included, along with policy language from other boards in the province.

- Policy 7 – Appendix – Trustee Election Bylaw  
The bylaw may need further revision in light of the upcoming by-election.
- Policy 9 – Board Representatives  
A sentence listing external committees was removed.

Superintendent Kintzinger shared revisions to Administrative Procedures and highlighted the following:

- Administrative Procedure 155 Event Protocol  
The procedure includes more explicit guidelines for territorial acknowledgments and invitations to elders. Trustees discussed the proposed honoraria, and V. Kintzinger confirmed that it had been reviewed with the Tla'amin Nation and is expected practice from the Nation. Trustees also suggested removing the requirement to reserve parking spaces for trustees at events.
- Administrative Procedure 164 School Nutrition Programs  
The procedure was reviewed and updated by the Health Committee to reflect relevant language and align with current practices, ensuring a healthy variety of options. Trustees discussed potential impacts on PACs, and V. Kintzinger noted that District Principal Rainbow is working with PACs and schools to ensure the procedures are understood.

**Recommendation: That the board approve the revisions to**

- **Policy 1 – Foundational Statements**
- **Policy 2 – Role of the Board**
- **Policy 2 – Appendix A – Board Work Plan**
- **Policy 3 – Role of the Trustee**
- **Policy 7 – Appendix – Trustee Election Bylaw**
- **Policy 9 – Board Representatives.**

### 3. **OTHER INFORMATION**

#### 3.a) Statement of Financial Disclosure Reminder

Trustees were reminded to submit their completed Statement of Financial Disclosure prior to the January 15 deadline.

### 4. **ADJOURNMENT**

**MOVED: M. MASON**

**SECONDED: D. LAWSON**

**THAT the Committee of the Whole Meeting of January 8, 2025, be adjourned.**

**STATUS: CARRIED**

SH/attachments